

**Include:**

- All fires that meet the *HEA* definition regardless of:
  - Size.
  - Cause.
  - Whether the fire results in injury, death or property damage.
  - Your institution's fire safety policies. Even if your institution prohibits the burning of candles in dorms, a lit candle doesn't meet the definition of a fire. If drapes catch on fire due to brushing against a lit candle, the burning drapes meet the definition.
- Fires on the roof or the outside walls of a building even if the fire doesn't reach the inside.

- An incident where there is evidence that there *was* burning, for example, a singed electrical cord.
- Fires in parking facilities and dining halls that are **physically attached to and accessed directly from**, on-campus student housing facilities. “Accessed directly from” means that an individual can enter the parking area directly from the housing area without leaving the building. Note that if there is a vehicle fire (i.e., a fire that is confined to a vehicle) in a student housing facility parking garage, this is not a student housing facility fire. However, if there is a fire in the garage that spreads to a vehicle, or if a vehicle fire spreads to the garage, this is a student housing facility fire.
- Fires reported to any official at your institution (e.g., to a residence life officer), not just campus fire authorities or campus security authorities.